



## Course overview: **FP7 Project Development Training**

### Who is **RTD Services**?

**RTD Services** is a small company specialised in the development and management of Research and Technological Development (RTD) projects, mainly funded within the European Framework Programme (FP). From its head office in Vienna, **RTD Services** mainly serves European universities, research organisations and technology companies but also has clientele as far away as China and South Korea. After more than 12 years experience since the Fourth Framework Programme (FP4), **RTD Services** offers training courses with a practical “how to” approach through combining theoretical best practice with interactive group work. Course durations range from one-day courses on specific FP7 issues through to comprehensive one-week training in FP7 project development.

### Objectives of the course: **FP7 Project Development Training (1-week)**

This course provides participants comprehensive training in all aspects of project development for an FP7 proposal. The course covers all relevant issues beginning with understanding policy driven research, through to finding and analysing the best calls for your project ideas, as well as the steps necessary to prepare a professional and competitive FP7 proposal. The course includes interactive discussions and participants will have the chance to apply the theory in group work to draft all main sections of a proposal which will be subject to evaluation at the end of the week. The course involves trainers from **RTD Services** and other experts with experience as Coordinators, EC project officers, national experts and evaluators.

### Participants:

The course is suitable for:

- Researchers wanting to prepare FP7 proposals as coordinator or to join a consortium as a participant.
- Administrators supporting researchers in their organisation in the preparation of FP7 proposals and the management of running projects.

### Course timing and organisation

The course is designed to begin at midday on Monday allowing participants the option to travel on Monday morning (instead of Sunday) and will conclude at 15:00 on Friday allowing travel home on the same day. The participants will be asked to submit a brief profile with registration to assist in tailoring the course to your interests. A social programme comprising Viennese cultural and culinary highlights is included in the participation fee on a single invoice. A discount is offered for those not wanting to partake on the social and cultural programme. Accommodation should be reserved directly with the hotel where the training takes place and another nearby (5 minutes walk) hotel. All participants will receive official certificates of participation and invoices as requested.

**When:** 15<sup>th</sup> – 19<sup>th</sup> October 2007

**Where:** Hotel “Golden Tulip” (Hotel Modul), Peter Jordan Strasse 78, 1190 Vienna, Austria

**Participation Fee:** €2,500 including refreshments lunches, dinners (4 evenings), cultural programme, documentation (20% VAT will only be charged where necessary).

***The participation fee can be charged to running FP6 projects as Other Specific Costs!***



## Day 1 - Monday

**11:30** Registration, sandwiches

**13:00** Welcome and introduction of participants

**13:30** Introduction to FP7 Project Development

- Introduction to the proposal preparation process
- Changes FP6 to FP7
- Schematic example

**14:15** Call Analysis Techniques

- Call structure
- Defining objectives
- Real life example
- Pre-proposal overview

*15:00 Coffee break*

**15:30** Group Work - Call Analysis

- Introduction of groups and call themes
- Call analysis and define objectives in groups

**17:00** Presentation and discussion of group work results

**18:00** Finish

## Day 2 - Tuesday

**09:00** Pre-proposal

- Purpose and target groups
- Structure of pre-proposal
- Defining work package structure
- Proposal preparation team

**9:45** Consortium building

- The ideal consortium
- Partner types and roles
- Finding and securing partners
- Partner meeting

*10:30 Coffee Break*

**11:00** Work plan design

- Work plan design for various funding schemes
- Interdisciplinary structure / matrix design / Activity types
- Work package structure, terminology etc
- Gantt and Pert charts
- Scientific and technological methodology

*12:00 Lunch break*

**13:00** Group work - Pre-proposal

- Review objectives and define WP structure
- Define consortium requirements

*15:00 Coffee Break*

**15:30** Presentation and discussion of the group work results

- Consortium requirements and recommendations
- Tune up Pre-proposal with "ideal" consortium

**17:00** Finish



## Day 3 - Wednesday

### 9:00 Full Proposal Overview

- Proposal sections and templates
- Full proposal planning
- Partner contributions

### 09:30 Scientific and Technological Quality

- Progress beyond state of the art
- Conveying scientific excellence
- Use of references

### 10:00 Impact

- Contribution (relevance) to the call
- Identification of key policies
- Local, regional and European (+/- global) impacts, European added value, quantification of impacts

*10:30 Coffee Break*

### 11:00 Management structure

- Consortium Management vs. Project Management
- Scaling management, Roles and responsibilities
- Information flows & decision making structures
- Steering committee / Management Board, Quality assurance

*12:00 Lunch break*

### 13:00 Financial planning

- Differences to FP6
- Direct and indirect costs, cost methodologies
- Person month rates and distribution, National differences
- Sub-contracting, third parties

*15:00 Coffee Break*

### 15:30 Group Work – Financial Planning

### 17:00 Presentation and discussion of the group work results

### 18:00 Finish

## Day 4 – Thursday

### 9:00 Dissemination and Exploitation

- Communication planning
- Document approval and publication
- Intellectual Property Rights

### 10:00 Gender and Ethical Issues

- Defining the relevance
- Strengthening your position

### Question and Answers

*10:30 Coffee break*

### 11:00 Evaluation criteria and procedures

- Speaker from European Commission/NCP

*12:00 Lunch Break*

### 13:00 Group work - Integrate all components into draft proposal

- Trainers circulate and advise groups

*15:00 Coffee Break*

### 15:30 Question and Answers

### Continuation of Group work

### 17:00 Finish

- Submission of Group work (Draft Proposal)

## Day 5 – Friday

### 9:00 Individual evaluation of other proposals

*10:30 Coffee break*

### 11:00 Panel discussions

- Each group must find consensus of the scores and ranking of proposals

*12:00 Lunch Break*

### 13:00 Presentation of evaluation results

- Overview of scores and discussion
- Summary and feedback

### 15:00 Finish



## FP7 Project Development Training - Registration Form

Name:.....

Organisation:.....

Function / Position.....

Address:.....

Postcode / City:.....

Country:.....

### Educational background / Scientific Interests

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### Previous experience in Framework Programme Projects

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### Accommodation should be confirmed directly with one of the following hotels:

Hotel "Golden Tulip" (€73 for a single room per night including breakfast) per email to [rezeptionmodul@wkw.at](mailto:rezeptionmodul@wkw.at) (Tel. 0043-1-47660-0, Fax -117). Hotel where training takes place.

Hotel "Park Villa" Hasenauerstrasse 12, 1190 Vienna (€80 - €98 including breakfast) per email to [hotel@parkvilla.at](mailto:hotel@parkvilla.at) (Tel. 0043-1-3675700, Fax 3675700-41).

I confirm my participation in the 1 week FP7 Project Development Training held in Vienna from 15 – 19<sup>th</sup> October 2007 at a cost of €2,500 excl. 20% VAT (if applicable).

I will not be partaking in the social / cultural programme and request a discount of €250.

(Please fax the registration form to 0043-1-71572-67-67 or alternatively, scan the signed page and send it to [office@rtd-services.com](mailto:office@rtd-services.com)). An invoice will be sent and previous payment (bank transfer) is required to confirm your registration.

Signature:.....

Stamp: *[optional]*.....